



EMPLOYMENT OPPORTUNITY

The Children's Dignity Forum (CDF) is a voluntary, private, non-governmental, non-partisan and non-profit-making Civil Society children's rights organization based in Dar es Salaam as its headquarters, founded and registered in 2006 under the NGO Act No. 24/2002. CDF has offices in Tarime District, Mara Region and Mpwapwa District, Dodoma Region. For more information about CDF, please visit us at www.cdftz.org, www.facebook.com/cdftz and [Instagram@cdf_tanzania](https://www.instagram.com/cdf_tanzania)

Due to the strategic expansion along with the implementation of the new CDF Strategic Plan 2020-2024, CDF is looking for the qualified and motivated person to fill the following position with immediate effect:

CHILD PROTECTION OFFICER (ONE POST)

Reporting: Programme Manager

Duty station: Dar es Salaam

Duties and Responsibilities

- To lead and support CDF child protection works at all levels.
- Ensure the quality program implementation, monitoring and other support as per the need of the RF, SP and OP.
- Support establishment and strengthening of the child protection structures such as the Women and Children Protection Team (WCPT), Gender and Children's Desk and children's clubs
- Liaise with the Training Officer to facilitate and organize knowledge and information sharing workshops for children, meetings and capacity building trainings for children.
- Organize and facilitate community dialogues and roundtable discussions on child protection with key stakeholders, community members and children in the CDF targeted areas.
- Provide ongoing technical support and facilitate the programme team and key partners with relevant information, update and initiatives on child protection.
- Monitor implementation and prepare program reports in accordance with the CDF and development partner's agreement, requirement and reporting guidelines.



- Coordinate lesson learnt, best practices and documentation of success stories on child protection.
- Jointly with the Programme Manager maintain systems for submission of timely monthly, quarterly, bi-annual and annual reporting, following the M&E framework.
- Completion of all reporting requirements in line with development partners and CDF requirements
- Identify funding gaps in achieving program objectives and expansion of the program
- Identify funding opportunities in country and network with development partners in coordination with the Programme Manager and Executive Director.
- Working with the Fundraising Manager in writing and preparing the concept papers and proposals for child protection thematic area.
- The Post holder will also support CDF's overall M&E work, especially in reporting strategies building into its mandate to improve children's welfare

Qualifications, Skills, Knowledge & Abilities

- Bachelor Degree in Social Science, Law, child development, social work or related disciplines.
- Knowledge of principles and practices related to child development, child protection and participation issues
- Demonstrable experience of working with and developing inclusive participation for children and young people.
- Able to work with and gain the confidence and respect of a range of children and young people (including traditionally excluded groups) in the participation process.
- Leadership and teamwork abilities.
- Able to communicate effectively (using a range of media i.e. verbal, written, web) for both adults and children and produce reports and other related materials.
- Able to use own initiative within an agreed framework to plan and organize workloads to meet conflicting deadlines as part of multi-agency partnership.
- Experience of delivering training to practitioners and able to travel.
- Demonstrable knowledge of a wide range of participation techniques and approaches particularly suitable for children and young people.
- Knowledge of Microsoft Office and Windows based computer application and database management
- The ideal candidate will have previous community/ child protection and participation experience in a community-based organization.
- Able to work with a variety of populations, including but not limited to boys and girls aged 9-17 year olds and 18 years and up.
- Event planning, coordination and evaluation
- Flexible; possessing the ability to wear different, "hats" on short notice.



Remuneration: An attractive package commensurate to the qualifications and relevant experience will be availed to the successful candidate.

Interested candidates should send their applications to Human Resource Officer via hrrecruit@cdftz.org or deliver in person at CDF's office located in Mwenge area, Plot No. 161/162, Mama Ngoma House, 2nd Floor, Dar es Salaam. Only short listed candidates will be contacted for interview.

Application closing date: 25th November, 2018

Note: For those sending their applications via email, please submit cover letter and recent Curriculum Vitae only in a single file.